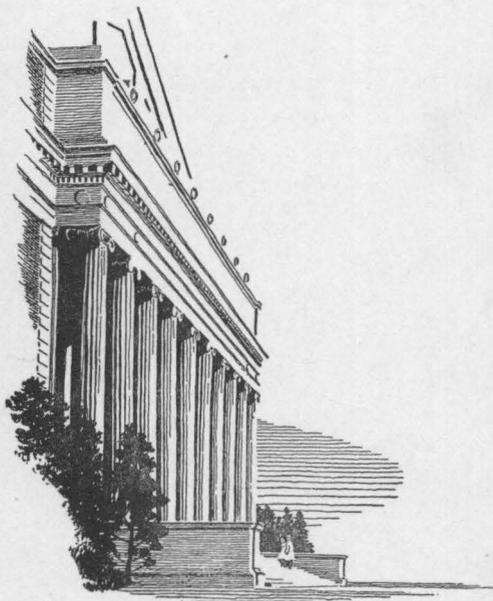


# *Our Job*



*at the U. of M.*

***This Booklet*** does not replace, add to, or change any of the regular Civil Service rules. They're still final. It doesn't cover all the rules. But it tells some of the rights and duties that all of us get when we work for the University. It tries to tell, in short and simple language, about "Our Job at the U. of M."

JULY, 1948



We're glad to have you  
with us at the "U."

We need you.

We have a big  
job to do.

# You'll Want to Know . .



Whenever you start a new job, there are a lot of questions you want to ask.

Even if you've been on the job for months or years, there may still be a few points on which you're not clear.

Some questions come up right away. Everyone wants to know about pay, holidays, vacations, promotions, and things like that.

Some, though, you may not think of for a while—such items as overtime, sick leave, insurance, and the chance to take some classes.

The University wants you to have the answers to these questions. That's why you have this little booklet. It's accurate. You can rely on it. It gives the same answers the Civil Service rules give—only in a shorter way.

One of the first things you'll want to know, of course, is . . .

## *Our Working Hours*

Most of us are on a 40-hour week, from Monday through Friday. There are a few departments that work on a 5½ day basis.

Those of us working outside the Twin Cities, Rosemount, and Duluth areas are on 41 or 44 hour schedules.

Most of our jobs are in the day time, but some departments work on shifts because they run day and night.

Most departments take an hour for lunch. In a few, we get away from work a bit earlier by having only a half hour to eat.

## How We Get Acquainted

When we first come to work at the "U," there are two kinds of getting acquainted we ought to do.

First, we should introduce ourselves to the other persons working with us, and find out from them where to hang our wraps, where the rest rooms are, and what department work practices are.

Second, we want to see whether we like our job, and whether it likes us.

To get acquainted like this, we go through a probationary period the first six months. If we like our job and do it well, then we have made ourselves a place on the "U" staff. And we can keep that place as long as we do a good job and the money is available to pay us.

We have to go through this six months probation only once for any one job. However, if we change jobs at the "U," then we have a new probationary period for each new place. The nice part about this setup is that if we don't like our new work during the first six months, we can shift back to the job we held before.



## Right on the Carlines



The St. Paul-Minneapolis street car line runs by the south side of the Minneapolis campus. The Como-Harriet and Oak-Harriet lines run by the north side. Como-Harriet and Intercampus street car lines go to the St. Paul Campus.

If you're driving, the University has several outdoor parking lots in which you can find space. But please don't try parking on campus streets or driveways—that'll get you a ticket.

## Lunch Time

On the Minneapolis campus, the University has three large cafeterias—in the Coffman Memorial Union, Shevlin Hall, and the temporary building south of Vincent Hall. You're welcome in all of them, as well as in the commercial restaurants and cafes near the campus.



At the St. Paul campus, the University has the Agricultural Cafeteria in the dining hall, and a soda fountain in the Student Union.

If you bring your lunch, you can get a hot dish and other extras at one of the "commuters' lunch rooms." There are three on the Minneapolis campus: one at the Coffman Memorial Union open the year round, and others in Shevlin Hall and the temporary building south of Vincent Hall during the school year.

## Holidays? Of Course

We get 11 holidays a year.

There are two groups of holidays. The first group includes *New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas.*



The second group includes *Lincoln's Birthday, Washington's Birthday, Good Friday, Columbus Day, Armistice Day.*

If we have to work on holidays of the first group, we get extra pay at the time-and-a-half rate.

For working on holidays of the second group we get either time off within three months of the day we worked or straight-time pay.

If a holiday comes on a work day, but that day happens to be our regular "day off," we get still another day free. If the holiday falls on Saturday, only those of us who regularly would work on Saturdays get extra time off or pay.

## Housing Is Tough, But . . .



If you're having trouble finding a home, maybe the Staff Housing Bureau can help you. It's in Room 11, Administration Building, and the folks there will do all they can to find a spot for you to rent or buy.

Away on a



# Minnesota Vacation

Vacations with pay are part of a Civil Service job at the "U." They're open to everyone who works regularly as much as three-fourths time.

If you're working a regular five-day week, you get a day's vacation for every month worked. That means 12 working days a year—almost  $2\frac{1}{2}$  weeks.

If you're working a  $5\frac{1}{2}$  day week, you earn  $1\frac{1}{4}$  days of vacation a month—15 working days a year—a full 3 weeks off.

You don't get credit toward vacation for any month in which you were away from your job more than 25 per cent of the time—but of course absences for paid vacation or sick leave with pay don't count against you. They're figured as working time toward vacation.

If there's some good reason why your vacation can't be taken this year, it will be added on to what you have coming next year. But such an arrangement has to fit in with your department schedule. And you can't use any vacation earned more than two years ago.

When you stop working for the University—if you have been on the job for at least six months—you can get cash for the vacation time you have coming. (No one can use any vacation time with pay until he has had six months service at the "U.")

If you're getting board as part of the pay for your job, you'll be given cash credit for meals missed during vacations of a week or longer.

And if you're transferred from one department to another, you keep all the vacation time you've built up.

## When You Get Sick



We are eligible for paid sick leave on the same basis as vacation time — one day for every month we work. We start earning it the first month on the job, and we can take it after the first six-month probationary period.

We take this sick leave only for cases of our own illness or disability, or when there's serious sickness or death in our immediate family. Sometimes, we may be asked to furnish a statement from a doctor to indicate we were not well enough to work.

We may save up sick leave enough to cover 100 working days. If we have to be away from work longer than the sick leave time we have coming, we may apply for a leave of absence without pay.

As with vacation time, if we get transferred or promoted from one department to another at the "U," we keep all the sick leave credit we've built up. Our departmental office keeps the records on this.

Whenever we're sick, it's up to us to notify our department head promptly if we can't come to work. The job here goes on even when we're away, and the boss needs to know about it if we can't show up.

## Need Cash?

We all get short of money sometimes for emergency expenses. If you have emergency doctor or hospital bills you can apply for a loan of up to a month's pay

but not more than \$200 at the office of the Comptroller, on the third floor of the Administration Building.

The loan fund isn't big enough to take care of buying furniture or automobiles, but it's a life saver for real emergencies. The only cost here is 5 per cent interest a year.

## *Unions? It's Up to You*

One of the questions new employees at the "U" ask is:

"Can I join a union if I work at the University?"

The answer is simple:

If you want to, go ahead. If you don't want to, that's up to you.

When you apply for a Civil Service job here, you'll never be asked whether you belong to a union. (Neither will you be asked about your politics, or what your race or religion is. Those things just aren't considered in Civil Service.)

Perhaps more than half the workers in your kind of work or in your department have chosen a "representative." This representative may be a union or any other labor group they've picked to talk to University officials about pay, hours, or other conditions of work.

Even if you have such a representative, you still may talk individually with "U" officials about your work. Of course, the "U" won't make any individual arrangement with you that would violate an understanding already made with your representative or your group as a whole.

# What Determines



State  
pay scales



Private  
pay scales



Cost of  
living



Difficulty  
of our job



# How Much We're Paid?

The salary plan in Civil Service at the "U" is based on four things:

1. The difficulty of the work we do.
2. The pay of State Civil Service employees.
3. What we'd get for the same job in private business.
4. The cost of living.

The difficulty of a job is measured by a number of things—the decisions it requires, the amount of responsibility connected with it, the physical effort it takes, and what the worker needs to know to do the work: his skills and abilities.

We're paid at the same general rate as people holding the same kinds of jobs in the State Civil Service. University officials also constantly check the pay scales of jobs in private business, to see that ours measure up.

## *Where the Money Comes From*

Some of the money that pays our salaries is earned from student fees.

Part of it comes from gifts and research grants. The dormitories and other University service enterprises pay their own way.

But much of our pay comes from money appropriated by the State Legislature. Its regular meetings are every two years. That's why the University pay plan is worked out on a two-year basis, from one meeting of the legislature to the next.

## "What Day Is Payday?"



When we get paid depends on whether we're on what is called the "regular" payroll, or the "miscellaneous" payroll, or the "mechanics" payroll. (But don't let the different names worry you. They're just used to keep the University's books straight).

For the *regular* payroll people, checks come out on the 15th and last day of every month. Their payrolls are figured in advance, since they are hired by the year or for a definite length of time.

The rest of us get paid a few days later. That's because we're hired by the hour or by the month. The University needs a little time to total up our hours and figure out how much we have coming.

For the *miscellaneous* payroll people on the Minneapolis campus, the checks come on the 9th and 24th.

For the *miscellaneous* payroll people on the St. Paul campus, pay days are the 10th and 25th.

For the *mechanics* payroll group, checks are ready on the 7th and 22nd.

In either case, getting paid is easy. If payday falls on Saturday or Sunday, we get paid on Friday. Usually someone in our department will hand our checks to us at work. We don't have to stand in line.

We can cash our payroll checks at the Bursar's Office on the first floor of the Administration Building, Minneapolis Campus, except when students are paying fees at enrollment time.

Paydays for "U" employees outside the Twin Cities are a day or so later, because checks have to come by mail from Minneapolis.

### *Nice Going!*

Our salaries at the "U" fall within a "range" of pay set up for the particular work we do.

This range shows the starting pay and top pay for the job. It's divided into a series of "merit" salary raises—pay increases that we get from year to year for doing our work well.



These merit raises are entirely separate from the cost of living adjustments we talk about next. We get merit raises whether prices go up or down. They come on July 1, and we get them until we've reached the top of the range for the job.

To be eligible for a merit pay raise on July 1, we must have been working here six months. In other words, we must have started work on or before January 2, 1949, to get a raise July 1, 1949. If we're hired after January 2, the first merit raise comes on July 1 of the following year.

### *Prices Up? Paycheck, Too*

One of the fairest features of our pay plan is the program of cost-of-living raises.

It was set up by the State Legislature to help University and State Civil Service workers keep up with today's high prices.

The idea is simple: When you have to pay higher prices for the things you buy, the "U" pays you a higher salary for the work you do.

An adjustment is made in your pay as the cost of living goes up or down. This cost is based on an average of prices you pay for food, rent, clothes, and similar items. The index of these prices is figured by the U. S. Department of Labor (the University has nothing to do with it).

Here's how the plan works:

The cost-of-living index was at the 100 base level during the years 1935 to 1939. It has climbed steadily since. And every year in which it rises nine points as of January 1 adds another cost-of-living pay raise to your base salary on the following July 1.

This "living" raise already is in your pay check. Here's what it amounts to:

When the Cost of Living Index Rises Above	If Your Regular Pay Raise Is \$5 a Month, You're Getting An Extra—	If Your Regular Pay Raise Is \$6 a Month, You're Getting An Extra—
100	\$10	\$12
109	\$15	\$18
118	\$20	\$24
127	\$25	\$30
136	\$30	\$36
145	\$35	\$42
154	\$40	\$48
163	\$45	\$54
172	\$50	\$60
181	\$55	\$66
190	\$60	\$72

Today the cost of living figure is somewhere around 166. This means nine pay raises already are in your pay check.

Those workers in the higher pay groups get the same kind of cost-of-living raises, but not so many of them.

It's a pretty hard thing to change salary rates with every little change in the cost of things you buy. Consequently, the adjustments are made once a year. Those which went into effect July 1, 1948, will be in force until July 1, 1949.

Much of the money for these cost-of-living raises has been appropriated by the State Legislature, which set up the adjustment plan.

According to the present plan, if the cost-of-living falls our pay will drop, too, but more slowly than costs.

## Midnight Oil



All of us have a basic work week — 40, 41, or 44 hours. If you work longer, you earn time-and-a-half for your overtime. It's up to you whether you want to take it in extra time off, or in a larger pay check.

The only thing you have to be sure of is that the overtime you work is arranged for in advance by your supervisor.

(A few employees, on special kinds of work, have arrangements slightly different from this. Administrative workers, for instance, don't get any overtime pay. In place of it they earn an extra half day of vacation a month. If you're on a job of this kind, chances are that its details have been explained to you.)

## Report Card



In the University Civil Service, there is a system of grading our work. It is called "Service Rating," and each of us gets rated by his supervisors at least once a year.

The purpose of our Service Rating is to show how well we're doing our work. It tells how well we're suited to our job, and whether we're ready to be considered for a better one.

These ratings help us see how we're getting along. If we want to improve our work, we ask our supervisor to talk over our rating with us when he makes it.

A good Service Rating means a better chance for promotion and more pay.

## What Do YOU Think?

You make out a "report card," too.

Just before the end of your probationary period, the Director of Civil Service sends you a form to fill out.

On it, he asks a lot of questions: Are you satisfied? Anything wrong with your working conditions? What about your boss—does he give instructions clearly? Do you know just what he expects you to do on the job?

These reports are confidential. Your work supervisor and department head never see them, unless you give your permission.

Consequently, here's a good chance to "let your hair down." If you like your working setup and your boss, say so. But if something bothers you, let's hear about it.

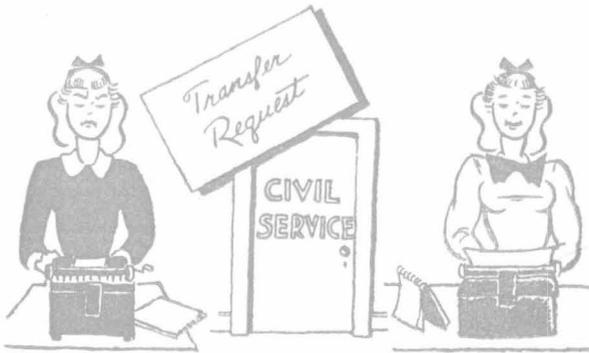
You can be sure someone will listen to you, too.

### *Greener Pastures?*

After you've been here a while, perhaps you'd like to keep on doing the same work, but in a different department, or in a different part of your own department.

You may apply for this sort of a transfer if you think it will make you happier and help you do a better job. Talk it over first with your department head, then with the Civil Service Office.

If you transfer under this arrangement, you keep on getting the same pay. You do start a new probationary period, but the time you put in on your previous job counts toward your pay raise the next July 1.



## Up the Promotion Ladder



Whenever there are better jobs open in Civil Service here, you get first chance at them.

Notices of such vacancies are posted on the bulletin boards on the ground floor of the Administration Buildings on the Minneapolis and St. Paul Campuses. Notices are up a week before a job is filled.

Promotions like this depend on several things. Most necessary, of course, are your qualifications. (You may have to take a competitive examination for the job.) Your work record at the "U" also is important. If it's good, and if you've shown you can do more difficult tasks, then your chances are better.

When you see a better job you'd like, talk it over first with your department head. Then go to the Civil Service Office in Room 17 in the Administration Building, Minneapolis Campus, and tell them about it.

There's one nice thing about promotions—they always mean more pay. You'll get a somewhat bigger check right away, and of course you're moving up to a new class which has a higher pay range—and that means more raises in the future.

## What We Give

So far in this booklet we've read about a lot of things we *get* as "U" workers. There are more to come.

We also have to *give* our share to a job here.

We work for the people of Minnesota. They pay our salaries, and they come to us for education and for a lot of other kinds of services. We want them to feel welcome here . . . and making them welcome is a job for everyone who works at the "U."

For instance, offices need to be open on time. Students and Campus visitors deserve a friendly greeting and clear, complete answers to their questions. Work needs to be done when it's promised.

This means we can't be late or absent from our job except for really important reasons.

A phone call if we're sick will help the department shift things around to fill in while we're away. And if we stop working at the "U," a few weeks advance notice will give the boss a chance to find someone to take over.

Ours is a big campus. Sometimes people don't know just where to find the office they're looking for. Help them out. If you can't answer their questions, suggest someone who might.

We're all part of a big team, made up of everyone who works at the "U." We're part of a smaller team, in our own department. Courtesy and helpfulness will make these teams work smoothly, and teamwork will help the University do its job for the state.



# There's Funtime,



## Too, at the "U"

Like football? Concerts? Plays? Golf? Bowling?

As a Civil Service worker at the "U," you're entitled to buy tickets to all the usual University entertainment programs at the student rate—and that means much lower prices.

If the gang in your department would like to organize a team in basketball, bowling, or any other general sport, call the Intramural Athletics Office in Cooke Hall (extension 71). You'll get a spot in a league, and have regular games.

If you like to go swimming, there are pool sessions for both men and women in the two gymnasiums.

You may attend dances at the Union. Check at the Union information desk first for an identification card, and you'll be welcome.

You may visit the Museum of Natural History opposite the old Armory, or the Art Gallery on the third and fourth floors of Northrop Memorial Auditorium. Both are free.

You may use books from the University library. Just drop in there and ask for a library card.

For girls, there is the Co-Efficients club. It meets once a month and holds dinners, card parties, picnics, movies, and hobby group meetings. Membership is open to all girls on the Civil Service staff. If you'd like to join, call Extension 6205.

There are also special lectures and movies on the regular campus program, open to all Civil Service workers. They're listed in the *Minnesota Daily*.



## Learn While You Earn

Now that you're working at the "U," maybe you'd like to go to some classes.

There are special provisions made for Civil Service workers who want to take courses that will help them do their jobs better.

One of these is called a Regents Scholarship. If you win one (there are 20 every quarter), you get a chance to take as much as six hours of class and laboratory study a week. You still are paid your regular salary, you're given time to attend classes free, and you have your tuition paid.

The Civil Service Office can give you application blanks for Regents Scholarships. Each quarter, the *Minnesota Daily* will announce the deadline for applications.

Another way to go back to school is to take graduate work. You can take up to six hours a week. First get admitted to the Graduate School, and have your classes

approved there. Then clear with your department head and the Director of Civil Service Personnel. You'll have to make up the time you're away from work, but you do get free tuition.

Still another way is to register for school work and pay regular tuition charges. If your classes don't come in your working hours, you don't need department approval. If the classes do come at the same time you're working, you need the O.K. of your department head and of the Civil Service Office, and then you have to take a pay adjustment for the time you miss.

The University Extension Division offers, at low cost, many interesting and valuable courses at night. These classes frequently fit in with work schedules better than the day courses. Extension Division Offices are in Nicholson Hall.

# Keeping Track



## of 4,000 Jobs

After you've been here awhile, you'll hear about the job "classification" plan at the "U."

What this really means is "the kind of work you do."

It's determined by these things:

- What your job requires you to do.
- What you have to know to do the work.
- How much responsibility you have.
- Working conditions on your job.
- Whether you're in charge of other employees.

Classification is important to you because it determines your pay. The more complicated and more responsible your work, the higher your rating and the bigger your pay check.

Your class "title" describes the general type of work you do.

These titles are the same for people doing the same kind of work anywhere in the University Civil Service. There are about 450 different titles at the "U." for instance:

A Senior Secretary does the same kinds of jobs and has about the same amount of responsibility, whether she's in the College of Education, Service Enterprises, or anywhere on the St. Paul Campus.

A Principal Laboratory Attendent does the same kinds of jobs, and has the same amount of responsibility, whether he's in the Physics Lab, the Chemistry Department, or the School of Medicine.

And a Cook does the same things and has the same

amount of responsibility, whether the groceries are in the Union, the Hospital, or a dormitory.

The system is important to the "U," too. When it can put all the same kinds of jobs into the same class, the University can do a better job in setting the right pay for the work, making sure that there is "equal pay for equal work." The system helps place the right people in the right jobs, and it lets the "U" plan the right kind of training programs.

### *If Your Job Gets Bigger*



Sometimes a person who's been hired to do one kind of work is so good at that job he gets more and more difficult tasks to do.

Without realizing it, he may end up doing work that belongs in an entirely different—and higher—classification.

When that happens, he's entitled to more pay. The University wants to see that he gets it.

The regular way to ask for a new rating in a situation like this is to start by filling out a classification questionnaire form. On this, you tell what your work includes, and why you think your job is better than it's rated.

You can get help on filling out this form from the specialists in the Personnel Department. They're in Room 510 of the Administration Building and you

can talk with one of them at any time (the telephone is extension 6107).

When you have the form filled out, give it to your department head. He'll add his comments, and send it along to the Personnel Department.

This request for a new rating will bring a classification specialist to see you. If your work has become so important that your job should be moved to a higher class, then your pay check gets bigger.

If you disagree with what the Classification people think about your request—if you don't get the new rating you think your job deserves—talk with them again on it. If you still disagree, then you may appeal that decision.

It will then go to a board of arbitrators—umpires. You choose one, the University picks another, and the two of them name a third. They talk over your request, listen to the University's answer, and then what they say goes.

### *We Aren't in Politics*

No Civil Service worker here has to make any "contribution" or pay any "assessment" to any political party or group to keep his job.

There just isn't any connection between your working here and your politics. One of our rules is that nobody working for the University is allowed to ask for or to receive any political contributions from other employees.

## How We're Different

There are several things about Civil Service here which you won't always find in private employment.

One is the protection you have on your job.

After you've finished the probationary period, you simply can't be laid off or fired because someone doesn't like the way you comb your hair. There are only two reasons you can be dismissed then — because there isn't any money to pay your salary, or because you're not doing your work satisfactorily.

Another difference is the way the University looks after the system for you. It has a five-man Civil Service Committee, whose members are the "watch dogs" for the workers. They keep policies and pay rates up to date, and help to see to it that all workers get a fair break.

The "U" system is not part of the State Civil Service. But most of its rules are the same as for other State employees. Every department has a copy of University Civil Service rules. It's a very good idea to read through them and talk them over with your department head.

If you still have questions, you'll be welcome in the Civil Service Office — Room 14 of the Administration Building.



## Looking Ahead

There are some extra benefits to a Civil Service job at the "U."

For instance, at low cost you can get a complete physical examination and the advice of specialists at the University Students' Health Service. The doctors there are among the best in the country.

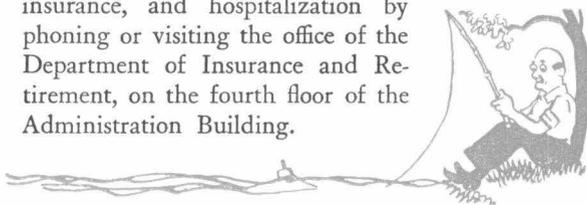
After three years ("U" budget years), you can get \$1,000 worth of death and disability insurance for only \$5 a year. After seven years, you can get \$2,000 worth for \$10 a year. After 20 years it's free.

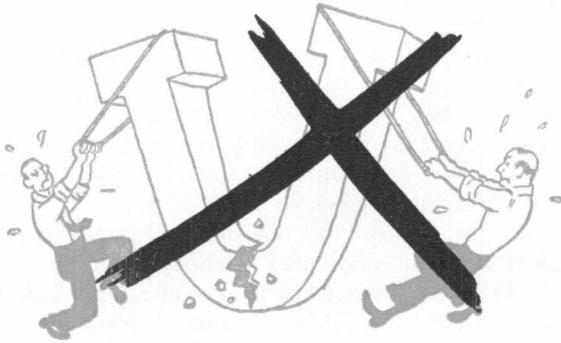
And most of you are automatically members of the State Employees Retirement Association, which means you'll be building up your credits toward an old-age retirement plan. Administrative employees who can't belong to this plan come under faculty retirement.

For both you and your family the University's own hospitalization insurance plan gives a lot of service at low rates.

There are separate information booklets on most of these plans. Your department can get you copies.

You can get answers for other questions on the retirement plan, insurance, and hospitalization by phoning or visiting the office of the Department of Insurance and Retirement, on the fourth floor of the Administration Building.





### *Let's Pull Together*

In any business as big as the University, there are bound to be some misunderstandings sometimes.

Perhaps you'll have one—something you don't like about your work, some kind of treatment you don't think is fair.

If you do have a complaint like this, by all means let your work supervisor or department head know about it right away. After all it's up to the boss to see to it that things run smoothly, and he wants to help.

If you think there's something wrong in the way the rules are being applied, here's how to get it cleared up:

First, see your work supervisor or department head. Talk over your problem. Do this as soon as you can after the trouble starts.

Chances are, you and your boss will work out all the difficulties at once. If you aren't satisfied with the decision, though, you may appeal your case to the Director of Civil Service. Make your appeal in writing, on a "grievance form," which you can get in your department or at Room 14, Administration Building.

If you are not satisfied with the Director's decision, you have yet another appeal—this time to arbitration. Arbitrators are the umpires for your case: they consider all the angles of your complaint, and come to some kind of a final decision on it.

There are several things to remember on the timing of your complaint:

You must submit it within 90 days of the time the trouble started.

Your work supervisor or department head has five working days in which to answer you. If you don't like his answer, or if you haven't heard from him in that time, take your appeal to the Director of Civil Service. Go to the Director within 10 days of the time you started your complaint with the supervisor or department head.

You may handle all this for yourself, or have a union or other representative handle it for you.

In any case, please remember this: Don't just keep your complaints to yourself. Take them to the boss right away. He's the one who can do something about them, and make your job that much more pleasant.

## We All Help Run the "U"

We have just one goal in working at the "U": to build the name of our University.

We're here to help the professors teach the students. We're here to help in research. We're here to help the University serve the State.

Without us, the University couldn't stay in business.

That makes us pretty important. It doesn't make much difference just what our job is, as long as we do it well. We all help run the "U."



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